

**Arlington Public Schools
Arlington, MA 02476**

Job Description

POSITION: Chief Financial Officer (School Business Administrator)

JOB GOALS: To provide fiscal leadership and oversight for School District

QUALIFICATIONS:

Education, Experience and Licensure:

- Master's Degree in Accounting, Business Administration or a related discipline
- At least five years of successful financial management and supervisory experience, preferably in a municipal or school organization.
- Licensure by the Massachusetts Department of Elementary and Secondary Education as a School Business Administrator
- Massachusetts Association of Public Purchasing Officials (MAPPO) Certification,
- Massachusetts Government Accounting Certification strongly preferred

Necessary Knowledge, Skills, and Abilities:

- Knowledge of Massachusetts municipal finance laws
- Strong written and verbal communication skills.
- Excellent human relations skills required. Ability to work collegially and cooperatively with all constituencies within the Town of Arlington and Arlington Public Schools. Willingness and ability to help other co-workers as needed. Ability to effectively meet and deal with the public; ability to handle stressful situations. **(add School Committee members or a statement regarding all school administration)**
- Strong knowledge of computers and electronic data processing with proficiency in Microsoft Office Products. Advanced proficiency in MS Excel desired.
- Experience utilizing financial accounting systems. 3 to 5 years of experience with MUNIS ideal.
- Strong analytical skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Report directly to the Superintendent of Schools as a member of the senior leadership team
- Manage all aspects of the District's business operations
- Prepare the annual school operating and capital budgets
- Maintain financial controls for expenditures and revenues, including grant, capital and revolving funds
- Prepare monthly financial reports for School Committee and Superintendent and may prepare additional reports on an as needed basis at the request of the Superintendent

- Prepare monthly financial reports for **School Committee**, Principals and Department Heads
- Oversees implementation, training and use of MUNIS financial system to ensure that Administration (Principals, Department Heads, Directors) are able to view and "Read Only" financial reports associated with his/her school or discipline area
- Supervise day-to-day operations in the areas of budget and accounting, purchasing, accounts payable and accounts receivable
- Work closely with payroll and human resources departments, including working closely with the Payroll Manager to reconcile payroll accounts after each payroll to ensure accuracy
- Work closely with Town Manager's office, Comptroller, Treasurer and other Town Officials
- Work closely with Facilities Manager on all aspects of school facility managements, including maintenance and custodial operations
- Work closely with transportation, food services, athletics and community education on their budgets and operations
- Provide management support in the areas of human resources and contract negotiations
- Provide management support in school renovation and construction projects, including serving as an important member of building committees for such projects
- Oversee preparation of annual reporting to state and federal agencies and other mandate reports at required intervals
- Assist with preparation and analysis of strategic and long-range planning projections, including multi-year financial projections, enrollments, system-wide goals, and facilities
- Prepare budget presentation documents for the public, including presentation to the School Committee, Town Finance Committee and Town Meeting
- Attend bi-monthly School Committee meetings. **(does this mean once every other month or twice a month, why not just say School Committee meetings)**
- Participate as a member of several town and school committees, including Capital Planning Committee, Permanent Town Building Committee, Budget/Revenue Task Force and other committees **as needed**. Most committee meetings take place in the late afternoon/evening. **(Who interprets as needed? If this person is a member the expectation should be at all meetings)**
- Oversee system-wide business office procedures and effectively communicate those procedures to the District
- Supervise, manage and evaluate the business office staff. Ensure appropriate training for the business office staff
- Maintain a high level of confidentiality.
- Maintains membership in MASBO and attends conferences and meetings related to school business practices
- Perform special projects as required by Superintendent when necessary and other related duties as may be assigned by the Superintendent

TERMS OF EMPLOYMENT: Full Year Position. Salary competitive and Benefits in accordance with School and Town benefits for Senior School District Staff.

REPORTS TO: Superintendent of Schools. Contract is with the Arlington School Committee.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.